Nashville State Community College
Business, Management and Hospitality
Administrative Professional Technology

2018 Master Course Syllabus

ADMN 1311

Course Information:

Course Title: Word Processing I
Credits: 3
Class Hours: 3

Course Description:

An application-oriented course that includes designing and editing a variety of business documents, with emphasis on decision making and problem solving based on document design principles and mail standards. Prerequisite(s): ADMN 1302 and BUSN 1360 with a grade of “C” or higher

Semester Availability: Spring

Not part of a Tennessee Transfer Pathway

Instructor Information:

Name: Karen Kendrick
Email: Karen.Kendrick@nscc.edu
Office Phone: (615) 353-3720
Office Location: Clement Building Suite 232, Office C
Office Hours: TBA

Required Textbook(s) & Other Materials:

Textbook(s): Microsoft Office 2016 In Practice, Word Complete with SIMNET access, Nordell, McGraw Hill,
ISBN: 9781259930218

Access Code: The ISBN above includes a SIMNET access code. Students will find a link on the course homepage which gives two weeks of complimentary access to SIMNET with an embedded e-text. Students are given the option of registering a code (which was purchased using the ISBN listed above) or paying McGraw Hill directly for the access. Publisher-direct purchase is historically more cost-efficient but is not guaranteed to be the least expensive. If a student prefers a hardcopy text, they may want to shop for a cheap hardcopy text by using the title and author through any of the available text purchase
channels. Most students complete the course using the e-text. However, students who make grades of “A” in this course report reading the chapters in a hardcopy text. Research shows comprehension is promoted when reading hardcopy text.

**Reference Materials: None**

**Supplies:**

- A PC/Windows computer running Windows 8 or higher operating system
- Word 2016 (365 version is acceptable) loaded onto the PC
- Reliable and efficient internet connection
- Storage device (flash drive) for files created during the course

Once enrolled, all students should verify that they have the correct textbook and materials information by consulting the D2L/NS Online shell for the course. If you are registered with the Access Center and require an alternate format for the textbook and other course materials, please contact the Access Center at 615-353-3721, 615-353-3741, or accesscenter@nscc.edu.

**Course Outcomes:**

Upon successful completion of this course, when using Microsoft 2016 students should be able to:

- Use character, paragraph, and page formatting commands efficiently.
- Identify acceptable professional document layouts and design.
- Create, edit, format, and print documents using a word-processing software application.
- Use basic and advanced features to create and edit tables, images, and charts in business documents.

**Course Competencies:**

The following are detailed course competencies intended to support the course outcomes:

Given Word 2016 software, students will:

- Create, print and edit documents
- Format characters
- Align and indent paragraphs including tabs
- Customize paragraphs
- Proof documents
- Format pages
- Create customized pages
- Insert Elements and navigate in a document
- Manage large documents
- Print documents.
- Insert images
- Insert shapes and WordArt
- Create and format tables
- Create charts
- Merge documents
- Sort and select data
- Manage lists
- Share
- Insert and customize fields (QuickParts)
• Customize themes
• Format with Styles
• Protect Documents
• Insert Endnotes, Footnotes, and References
• Create Indexes
• Create Forms
• Create Macros

The following are general education competencies intended to support the course outcomes:

When preparing business documents, students will:
  • Write clear, well-organized documents
  • Locate, evaluate, and use information sources
  • Use critical thinking skills

Topics to Be Covered:
This course is a thorough examination of both beginner and advanced skills within Microsoft Office Word 2016. Students will find a schedule of due dates and associated chapters to be completed in the Getting Started module of the NS Online course.

Prior-Learning Assessment/Credit-by-Exam
NSCC recognizes that Microsoft Office software is used by students in a variety of settings. Students who feel their skills meet or exceed the stated course outcomes and competencies may submit proof of MOS certification and receive credit for this course via Credit-by-Exam. To receive credit, submit a Certiport transcript showing successful completion of the 2013 Word (Expert Levels 1 and 2) MOS exam or the 2016 Word (Expert) MOS exam to the office of the dean of Business, Management, and Hospitality. See the NSCC catalog for additional instructions and explanation of Prior-Learning Assessment. Here is a link: NSCC Catalog copy on Prior Learning Assessment

Course Assessments:
The following performance assessments will be used to demonstrate students’ understanding, knowledge, and skills:

Test 1 (Chapters 1-6) 25%
Test 2 (Chapters 1-12) 25%
Chapter Guided and Independent Projects 20%
Chapter Authentic Projects (posted in course) 15%
Simulations and Pause and Practice 10%
Chapter Quizzes 5%

Exams
Tests 1 and 2 are exams and are taken in the NSCC test center without use of a text or other notes. There is a midterm and final exam which direct the student to complete short-answer objective questions (multiple-choice) and create documents using the skills learned in the weekly lessons.
Exams not taken by the published due date are assigned a grade of zero.

Students are not allowed to use the text or other aids on the exams. Test centers track test-takers online presence during exams. Going online to use support materials will result in a grade of zero for the exam.

Students will open Word and work projects similar to the Chapter Authentic Projects.

**Chapter Guided and Independent Projects**
Each chapter has links to guided and independent projects submitted for grading through SIMNET. These items may be worked unlimited number of times to earn the grade desired by the student.

**Chapter Authentic Projects (posted in course)**
There is a packet of authentic projects (directions are given to develop a Word document) posted in the course for each chapter. The Authentic Projects are the best predictor of your performance on exams as the exams are very similar. Authentic Projects are uploaded to an assignment box. Selected projects will be graded by the instructor. Authentic Projects not submitted by the due date are assigned a grade of zero. Any required starter files are found attached to the authentic project assignment box.

**Simulations and Pause and Practice**
The text for the course includes an online e-copy. Students read a few paragraphs and then immediately practice the material with a simulation. Simulations may be worked numerous times to earn the desired grade.

At the end of several pages students are asked to complete a project called Pause and Practice. These are submitted to assignment boxes in the course. These are graded as participation if the files generally show effort and are complete. Simulations and Pause and Practice items not completed and submitted by the cut-off date are assigned a grade of zero.

**Chapter Quizzes**
Students will complete a quiz for each assigned chapter. These are found in NS Online. Quizzes may be taken an unlimited number of times to earn the desired grade. Quiz questions from this same test bank appear on both the midterm (Test 1) and the final (Test 2) exams.

**Grading Policy:**
Student work submitted to SIMNET is graded by the SIMNET software with immediate feedback. Students are able to submit multiple times to earn the grade which is desired. The same is true for quizzes.

The authentic assessments submitted to the course assignment box are graded by the instructor. Feedback will be given within one week of the cut-off date for the assignment.

**Late Work Policy & Make-up Procedures for Missed Assignments and Work:**
Late work is never accepted. Students have access to all materials and exams from the first day of class and are able to plan their life to complete all work in a timely manner.

If an assignment or quiz is missed, simply move on. Research shows that firm adherence to deadlines supports a student’s efforts to achieve.
In recognition that students are adults with the responsibilities of the adult world, the lowest grade in each category (except tests/exams) is dropped before the course grade is calculated.

The exception to this policy relates to the midterm and final exams which are recorded as a zero if they are not taken by the published due date.

**Attendance Policy**

In online courses, attendance is signaled by logging on to the D2L/NS Online shell, participating as prompted (e.g., responding to an instructor’s email, posting to a discussion board) and/or completing and submitting assignments. Campus closures do not affect attendance and assignment completion in online courses.

In this course, submission of 100% of the week’s assignment indicates course attendance.

**Grading Scale:**

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>Percentage Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>90 – 100%</td>
</tr>
<tr>
<td>B</td>
<td>80 – 89%</td>
</tr>
<tr>
<td>C</td>
<td>70 – 79%</td>
</tr>
<tr>
<td>D</td>
<td>65 – 69%</td>
</tr>
<tr>
<td>F</td>
<td>Less than 65%</td>
</tr>
</tbody>
</table>

**FA**

According to NSCC policy, an FA is awarded to students who do not officially withdraw from a course and do not attend after the cut-off date provided in the academic calendar. Please refer to the current academic calendar available on the Nashville State web site, looking for the date that indicates it is the “Last Day to Earn F for Attendance (FA).”

Students who stop attending on or before this date receive an FA; students who stop attending after this date receive an F.

**Simply taking the final exam does not show attendance when considering whether the grade is F or FA.**

For online courses, attendance is defined by submission of assignments. Students who fail a course and whose last assignment (100% of the week’s required work) is submitted on or before the FA date will earn an FA for the course. Students who fail a course and whose last assignment (100% of the week’s assigned work) is submitted after the FA date will earn an F for the course. An FN is assigned to students who do not submit any assignments.

**Failure to complete 100% of a week’s assignments after this date results in a grade of FA when the earned percentage grade is less than 65%.**

**FN**

An FN is awarded to students who never attended class.
Technology Statement
Nashville State's classes are considered to be web-enhanced. Faculty have an expectation that students will use a computer and the Internet to complete assignments, engage in online discussions, and access various course materials through D2L/NS Online course shells. Computers are available for student use at each campus during campus open hours.

D2L/NS Online and myNSCC
It is students’ responsibility to check D2L/NS Online course shells for all enrolled courses and myNSCC, including student email, on a regular basis. These are the official communication channels between the college and students, who are responsible for the information communicated through those channels. D2L/NS Online contains specific course information and myNSCC contains information important for other purposes.

ADA Compliance Statement
Nashville State complies with the Americans with Disabilities Act (ADA). If you require accommodations for any courses in which you are enrolled, contact the Access Center at 615.353.3741 or 615.353.3721, or e-mail accesscenter@nscc.edu. If you are registered with the Access Center and require an alternate format for the textbook and other course materials, please contact the Access Center.

Classroom Misconduct
Nashville State Community College has a zero-tolerance policy for disruptive conduct in the classroom. Students whose behavior disrupts the classroom will be subject to disciplinary measures. Please review the Nashville State Student Code of Conduct policy. Please be aware that children are not allowed in class or to be left unattended on campus.

Academic Misconduct
Any form of academic dishonesty, cheating, plagiarizing, or other academic misconduct is prohibited. Students are responsible for understanding and abiding by the Academic Misconduct Policy in the Nashville State Student Code of Conduct. In addition to other possible disciplinary measures that may be applied through regular college procedures as a result of academic dishonesty, the instructor has the authority to assign an “F” or a “zero” for the exercise, paper, or examination, or to assign an “F” for the course. Students may appeal through the appropriate college grade appeal procedures.

SIMNET includes an integrity-check feature which stamps a file downloaded from SIMNET as assigned to particular student. If another student submits that particular file to SIMNET, both the submitting student and the student who originally downloaded the file will receive a zero for that assignment.

Academic Early Alert System
Nashville State Community College uses an Early Alert System to let students know of a faculty member’s concern in one or more of these academic areas: lack of attendance, lack of classroom participation, late or missing assignments, and/or poor performance on assignments/tests. *Please note that Early Alerts do not affect a student’s academic standing. If you receive an Early Alert email, please see your instructor and your academic advisor as soon as possible.
RAVE Emergency Alert System
Emergency events can happen at any time and Nashville State Community College wants to be able notify students if and when they occur. For this reason, all students have been enrolled in the free RAVE alert system. If you have not already done so, please log in at https://www.getrave.com/login/nscc to confirm and update your contact information and notification preferences. It is critical that your information be correct so that you will receive any emergency notifications. Your RAVE Username is your NSCC email address. If you’ve never received an email from RAVE with your password, or if you need to reset your password, select “Forgot your password?” and a new password will be emailed to you. Should the RAVE system indicate “user not found”, select Register and create your own RAVE account.

Inclement Weather & Campus Closings
Nashville State will use the RAVE alert system to send a text message to students, staff, and faculty about adjusted hours of operation and/or closings at individual campuses. All students should check the Nashville State web site home page at www.nscc.edu for announcements on campus closures, which may vary from campus to campus. Campus closures will also be announced on local television stations. Students should use their own best judgment in determining whether to report to campus during inclement weather when classes are not cancelled.

Even when campuses are closed, students are still responsible for completing all assigned work. When classes are cancelled, faculty will post online assignments and any additional instructions in the D2L/NS Online course shell. Check D2L/NS Online for a message from your instructor regarding your online assignment requirements. Faculty have discretion over adjusting deadlines or due date for assignments, but students are responsible for completing all assigned work by the due date established by the instructor.

Class Cancellation Policy
If the class is cancelled, the instructor will notify all students by posting in the D2L/NS Online course, e-mailing through D2L/NS Online, and/or by posting a sign on the classroom door. In the event of class cancellation, students must access D2L/NS Online to complete classwork and the assignment that will be posted in the course D2L site.